



Republic of the Philippines  
Department of Education  
Region V  
**SCHOOLS DIVISION OF SORSOGON PROVINCE**  
**Sorsogon**

February 11, 2026

**DIVISION MEMORANDUM**

No. 78, s. 2026

**ADOPTION OF PLAN AND ACCOMPLISHMENT TRACKING SYSTEM (PATS)  
FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Public Schools District Supervisors  
All School Heads  
All Others Concerned

1. As part of the multi-year plan of SDO Sorsogon to digitalize processes for efficient, cost-effective, and paperless office processes, all school heads are hereby advised to adopt and use the **Plan and Accomplishment Tracking System (PATS)** under the Project **Going Paperless: Achieving More with Less**.
2. In line with this, all school heads are advised to register in the PATS and submit their Monthly Plan and Accomplishment Report using the attached template aligned to the Philippine Professional Standards for School Heads.
3. Both the Monthly Workplan and Accomplishment Report shall be submitted on or before the 7<sup>th</sup> day of the ensuing month, in **PDF format** not exceeding **10 MB**.
5. All school heads are expected to adopt this online tracking system starting February, 2026.
6. For guidance and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

  
JLD



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## MONTHLY WORK PLAN

For the Month of \_\_\_\_\_, 2026

PPSSH DOMAINS	OBJECTIVES	STRATEGIES/ ACTIVITIES	PERSONS INVOLVED	EXPECTED OUTPUT	TARGET DATE
Leading Strategically					
Managing School Operations and Resources					
Focusing on Teaching and Learning					
Developing Self and Others					
Building Connections					

Prepared and Submitted by:

Reviewed and Noted by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor

Approved by the authority the Schools Division Superintendent:

**CHERYLL V. BERMUDO**

Assistant Schools Division Superintendent

**MONTHLY INSTRUCTIONAL SUPERVISORY PLAN**

For the Month of \_\_\_\_\_, 2026

Name of Teacher	Grade Level	Learning Area	Purpose of Visit/ Focus of Observation/Instructional Supervision	Target Date	Remarks

Prepared and Submitted by:

Reviewed and Noted by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor

Approved by the authority of the Schools Division Superintendent:

**CHERYL V. BERMUDO**  
Assistant Schools Division Superintendent

## ACCOMPLISHMENT REPORT

For the Month of \_\_\_\_\_, 2026

PPSSH DOMAINS	OBJECTIVES	SIGNIFICANT ACCOMPLISHMENT	MEANS OF VERIFICATION (Insert 1-2 pictures only or any MOV as proof of accomplishment per objective.
LEADING STRATEGICALLY			
MANAGING SCHOOL OPERATIONS AND RESOURCES			
FOCUSING ON TEACHING AND LEARNING			
DEVELOPING SELF & OTHERS			
BUILDING CONNECTIONS			

Note: Objectives are the same objectives set in the Monthly Plan.

### OTHER NOTABLE ACCOMPLISHMENTS

- 1.
- 2.

### PROBLEMS ENCOUNTERED AND ACTIONS TAKEN

- 1.
- 2.

Prepared and submitted by:

Certified true and correct by:

School Head \_\_\_\_\_

Public School District Supervisor \_\_\_\_\_

Approved by the authority of the Schools Division Superintendent:

**CHERYLL V. BERMUDO**

Assistant Schools Division Superintendent